



The Library of Virginia's Archival and Records Management Services Division offers many unique services to the commonwealth's circuit courts to support the efficient and economical management of their records. All services, except State Records Center services and some copying charges, are provided at no charge to the courts.



800 East Broad Street
Richmond, Virginia 23219-8000
www.lva.lib.va.us
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Library of Virginia Services for Circuit Courts



Records Analysis Services

The Records Analysis Services Section assists circuit courts with the management of their records. An assigned circuit court records analyst provides consulting services to clerks for managing the creation, utilization, maintenance, retention, preservation, and disposition of public records as required by the Virginia Public Records Act, section 42.1-85, et. seq., of the *Code of Virginia*.

Services provided include:

- Advising clerks on the development and implementation of public records management programs in circuit courts
- Providing training and workshops for clerks, regionally and on-site
- Revising and distributing records management guidelines and manuals
- Developing and distributing the General Schedule-12 (GS-12) for retention and disposition of circuit court records
- Reviewing and approving completed Certificates of Destruction (RM-3) forms to ensure compliance with records legislation, policies, and procedures
- Assisting with disaster planning and recovery for public records
- Assisting in identifying archival and vital records and in transferring appropriate records to the Archives at the Library of Virginia

More information is available in the Records Management section of the Library of Virginia's Web site:

www.lva.lib.va.us/whatwedo/records/index.htm

For specific information on the retention and disposition of circuit court records (GS-12) see:

www.lva.lib.va.us/whatwedo/records/sched_local/gs-12.htm

For assistance with Records Analysis questions, contact:

Jeff Snyder
Manager, Records Analysis Section
804-692-3611
jeff.snyder@lva.virginia.gov



Local Records Services Archival Services

The Local Records Services Branch is charged with collecting, analyzing, describing, cataloging, and preserving the archival records of Virginia's circuit courts. The Library of Virginia houses over 23,000 cubic feet of circuit court records that have been transferred to the Archives, including both loose and microfilmed records. After circuit courts transfer their archival records to the Library of Virginia, those records are processed according to professional archival standards and housed in one of two environmentally controlled facilities. Processed records are made available to the public for research in a secure reading room. These services are available to all circuit courts.

Services provided include:

- Processing and preserving archival circuit court records transferred to the Library of Virginia
- Providing public access to the large collection of microfilmed circuit court records
- Promoting access to circuit court records housed at the Library of Virginia

For assistance with Local Records Services questions, contact:

Carl Childs
Local Records Services Director
804-692-3739
carl.childs@lva.virginia.gov

Michelle Washington
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Local Records Services Circuit Court Records Preservation Grants Program

The Circuit Court Records Preservation Program (CCRP) is a statewide program of assistance and grants for Virginia's circuit court offices administered by the Library of Virginia. Through the CCRP, clerks have the opportunity to submit applications for grants to carry out projects that help preserve the records in their offices. Funded through a \$1.50 recordation and filing fee, the program currently offers a variety of grant-funding opportunities to the clerks, including installation of fire detection and security systems, security and preservation reformatting, records processing, microfilm reader-printers, item conservation, and general preservation of court records.

Services provided include:

- Education and consultation services for circuit court clerks
- Grants to help clerks preserve records held in their offices
- Promotion of access to circuit court records

For more information on the grants program see:
www.lva.lib.va.us/whatwedo/ccrp/index.htm

For assistance with CCRP grant questions, contact:

Glenn Smith
Circuit Court Grants Coordinator
804-692-3604
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Imaging Services

The Imaging Services Section manages a security microform program for circuit court records and offers various services including advice to the courts in accordance with the Virginia Public Records Act of the *Code of Virginia*. The staff provides and maintains security microform of permanent records from state and local agencies, churches, and organizations. The Imaging Services staff works to ensure the preservation and security of archival and vital records through their lifecycles.

Security microfilm is permanent and is not to be used for reference purposes. Access is restricted to the record custodian, and no other agency or individual may have access without the custodian's written permission.

Services provided include:

- Quality control of incoming security microfilm of permanent records from circuit courts
- Secure, environmentally controlled storage of archival copies of microforms
- Verification that microfilm and microfiche stored in the vital records vault meet state and national standards
- Duplication of security microfilm (up to 100 reels per year) for each court
- Maintenance of a database to track more than 320,000 reels of security microform that contain millions of permanently valuable records (including deeds, plats, wills, board minutes, and school records)
- Paper copies of missing pages from security microfilm for the record custodian
- On-site training for microfilming and quality control operations
- Consulting and advice on quality control and reformatting as needed

For assistance with Imaging Services questions, contact:

Sue Woo
Imaging Services Supervisor
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State Records Center Services

The Library maintains the State Records Center to store inactive, non-permanent records of state agencies and local governments. The State Records Center facility is located at 1998 Charles City Road, Richmond, Virginia 23231 in eastern Henrico County.

Services provided include:

- Temporary storage for inactive circuit court records
- Retrieval of files with pick up and delivery service available within the Richmond service area
- Destruction of records in storage at the end of their retention period
- Secured shredding of confidential records, both stored and delivered to the State Records Center
- Blast freezer for stabilizing water-damaged records and for eradicating insect-infested records
- Advice and guidance on records storage systems

For assistance with Records Center Services questions, contact:

Ben Smith
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804-236-3711
Emergency cell phone number: 804-840-6369
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